



Bob Holden
Governor

DIVISION OF WORKFORCE DEVELOPMENT

Joseph L. Driskill
Director

Rick Beasley
Director

December 5, 2002

DWD ISSUANCE 03-02

Subject: Workforce Investment Act (WIA) of 1998, Section 129-Competitive and Non-Competitive Procedures for Providing Occupational Skill Training to WIA Eligible Youth Under Title I.

1. Purpose: To transmit policy guidance to local Workforce Investment Boards on procedures for competitively procuring occupational skill training activities under Title I, Subtitle B of WIA of 1998.

2. Substance: The WIA introduced changes in the way services for youth activities are obtained and operated. WIA expects local workforce investment areas to operate programs that are more comprehensive, to competitively select service providers, and that reflects the overall principles of youth development.

Section 123(29 U.S.C. 2843) of WIA requires the identification of eligible youth service providers by awarding grants and contracts on a competitive basis for youth activities and services. Questions have been posed about the administrative procurement procedures necessary to select occupational skill training providers who can best serve local youth needs. To answer these questions a work team composed of local WIA youth program operators, representatives of the Department of Elementary and Secondary Education (DESE) and the Division of Workforce Development met to develop the following guidance.

Procurement Process: The local area will place a public notice in the local newspapers and send a letter to all the occupational skill training providers in the area, as well as, WIA eligible and non-WIA eligible providers. The public notice and letter should state that funds are

available to serve youth in skill training and if they want the opportunity to serve WIA youth in skill training, they must be on the WIA Eligible Training Provider List. In order to become eligible, the provider must meet the Training Provider Certification requirements. The requirements may be obtained through the Internet web site at <http://www.works.state.mo.us/mech> or contact DESE, Employment Training Section at (573) 751-7563.

Competitive Process: When it is determined by the local area case manager that skill training is appropriate for an individual youth based on the assessment, the case manager and the individual youth would determine which type of skill training program is the most appropriate. At that time, the case manager would competitively assess the training available by using the information on the Eligible Training Provider list. The competitive assessment should consist of reviewing and evaluating costs, location, performance, etc., of the program to determine which is the best option for sending the youth to skill training. The competitive process would need to be documented by the local area as to the reasons why a particular training provider was chosen.

The cost of occupational skills training for WIA eligible youth participants may be paid to a training provider (such as a community college or vocational school) that has been competitively selected to provide training for eligible youth who receive individual referrals. Local boards are not limited to funding group-size training, but may provide vouchers or “fee-for-service” funds to community colleges, vocational schools, or other training providers, based on the participant’s objective assessment and individual service strategy.

3. Action: Workforce Investment Boards should: (a) share this issuance with the appropriate staff, (b) transmit this issuance to the Local Youth Council and (c) implement these procedures as expeditiously as possible.
4. Contact: Please contact Bev Kelsay at (573) 526-8259 if you have any questions regarding this issuance.

5. Reference: Workforce Investment Act of 1998 (Pub. L 105-220) August 7, 1998.
WIA Regulations, 20 CFR Part 652 et seq. and WIA Regulations, 20
CFR part 664.

Rick Beasley, Director

RB/SR/jc

- c: DWD Admin Group
DWD Central Office Managers
Regional Managers
WIB Chairs
WIB Contacts